

# **VILLAGE OF LANCASTER, NY**

## **SITE PLAN REVIEW**

### **SECTION 152-61.1**

The Village of Lancaster Planning Commission meets on the third Thursday of each month. Meetings are held in Council Chambers on the second floor of the Municipal Building at 7:00pm.

**All projects located in the Historic District must first receive a Certificate of Appropriateness from the Historic Preservation Commission prior to coming before the Planning Commission.**

To be placed on the agenda for a site plan review, nineteen(19) sets of the site plan requirements must be submitted at least twenty(20) days prior to the next scheduled meeting.

The site plan shall be reviewed by the Planning Commission which, upon review, shall make its recommendations to the Village Board at their next regularly scheduled Board Meeting. Village Board Meetings are held every second and fourth Mondays of each month (except for July and August). Approval, disapproval or conditional approval shall be given by the Village Board.

Site plan requirements shall include the following drawings, documents and information to be prepared by a licensed engineer, architect, landscape architect, surveyor or attorney, as appropriate.

#### **SITE PLAN REQUIREMENTS**

1. Title of drawing, name of development, name of applicant, name and signed seal or person preparing the drawings, north point, scale and date to be included on all drawings.
2. Boundary survey.
3. Existing topography with a contour interval of not more than five(5) feet.
4. Location of all existing watercourses, wooded areas, easements, right-of-ways, roads, railroads, canals, rivers, buildings, structures or any other physical feature directly on the site or beyond the site which would exert any impact on the proposed development.
5. Land use and zoning information regarding all contiguous and neighboring properties within one thousand(1,000) feet of the proposed development.
6. Soil characteristics, including extent and types of existing vegetation.
7. An environmental impact statement shall be provided.

8. Location of existing and proposed utilities, including water, sanitary and storm sewers systems.
9. Location of existing and proposed streets, parking and service areas, access drives and bicycle and pedestrian ways within and immediately adjoining the site.
10. Aerial plan (Google) with approximately one thousand(1,000) feet around site.
11. Location of proposed buildings and structures.
12. Location and proposed development of all open spaces, including parks, playgrounds, screen planting and other landscaping.
13. Drainage plan showing existing and proposed grades.
14. Water supply plan including location of hydrants.
15. Storm and sanitary sewerage plans, including locations, sizes and invert elevations of existing and proposed sanitary sewers and storm water drains and the location and sizes of all other underground utilities or structures.
16. Paving plans, including typical cross sections and profiles of proposed streets, pedestrian walkways and bikeways.
17. Preliminary architectural plans for the proposed building or structures, indicating typical floor plans and elevations.
18. A landscape plan indicating location, type and size of existing trees and vegetation, identifying those to be preserved, and location, type and size of trees, vegetation and other amenities to be provided.
19. Location and design of lighting facilities, fences, and walls and signs.
20. Proposed easement, restrictions and provisions for home owners associations and common ownership.
21. Complete dimensions and numbering systems for lots and buildings and other similar information not contained in preliminary drawings.
22. **A filing fee of \$150.00 must be paid to the Village of Lancaster for all Commercial Site Plans**
23. **Notification of project must be made to property owners within 150' of parcel boundary lines TWENTY(20) days prior to the meeting. Please contact Recording Secretary, Cyndi Maciejewski for the time to be listed on the notification, 716-525-0826. Please do not send notification without verifying the time with her. Thank you.**
24. Thumb drive with submittal on it.

ALL INFORMATION REGARDING THIS SITE PLAN MUST BE SUBMITTED TO THE BUILDING INSPECTORS OFFICE, TOWN OF LANCASTER, 21 CENTRAL AVENUE, LANCASTER, NEW YORK, 14086 AT LEAST TWENTY(20) DAYS PRIOR TO THE NEXT SCHEDULED MEETING. IF YOU HAVE ANY QUESTIONS REGARDING THIS INFORMATION, PLEASE CONTACT THE CODE ENFORCEMENT OFFICER @ 716-684-4171.

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# VILLAGE OF LANCASTER

## APPLICATION FOR SITE PLAN APPROVAL

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Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee: \_\_\_\_\_

To: The Village Planning Commission c/o the Building Department

The undersigned owner(s) or applicant hereby request approval by the Village Planning Commission of the site plan, more specifically enumerated below.

Transmitted herewith, are nineteen(19) prints folded to a size not larger than 10"x13", of a site plan for the proposed project or development. Sheet size a minimum of 24"x36" and font must be readable.

PROJECT OR DEVELOPMENT NAME: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

BRIEFLY DESCRIBE PROJECT OR USE: \_\_\_\_\_

\_\_\_\_\_

**APPLICANT:**

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**PLANS PREPARED BY:**

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**OWNER (If different):**

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Tax Map Description:**

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Current zoning classification: \_\_\_\_\_

County, State and Federal permits needed (list type and appropriate department):

\_\_\_\_\_  
\_\_\_\_\_

Which utility agencies are effected by the project? (DPW, electrical, gas, telephone, etc.)  
(List name, phone number and contact person)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total site area (square feet or acres): \_\_\_\_\_

Anticipated construction time: \_\_\_\_\_

Will development be staged? \_\_\_\_\_

Current land use of site (agriculture, commercial, undeveloped, etc.):

\_\_\_\_\_

Current condition of site (buildings, brush, etc.): \_\_\_\_\_

\_\_\_\_\_

Character of surrounding lands (business district, residential, agriculture, wetlands, etc.):

\_\_\_\_\_

Is the project within the Village Historic District? \_\_\_\_\_

Estimated cost of proposed improvements \$ \_\_\_\_\_

Anticipated increase in number of residents, shoppers, employees, etc. (as applicable): \_\_\_\_\_

\_\_\_\_\_

**VILLAGE OF LANCASTER, NY****SITE PLAN REVIEW APPLICATION**

Please print or type information

Property Address: \_\_\_\_\_ S.B.L. # \_\_\_\_\_

**BUSINESS INFORMATION**

Name of Business: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Property Owner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_

**PRIMARY CONTACT FOR SITE PLAN REVIEW**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_

**NYS LICENSED ARCHITECT/ENGINEER**

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone : \_\_\_\_\_ Fax #: \_\_\_\_\_

**ADDITIONAL CONTACTS**

(The following will receive meeting notifications. Use additional paper if necessary)

Name &amp; Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_

**GENERAL CONTRACTOR**

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_

**PLUMBING/HEATING CONTRACTOR**

Licensed Plumber's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Please return this Site Plan Review Application along with 19 sets of Site Plan

Requirements to the Lancaster Building Department at 21 Central Avenue,

Lancaster, NY 14086

For information please call 716-684-4171

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Lancaster, NY 14086  
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### Checklist for Notification

Go to the Assessor Office and request listing and labels for all residential and commercial developed properties within 150' of the boundary lines of the premises which is the subject of the site plan review. This request will take 24-48 hours to process.

Notice of Site Plan Review must be mailed 20 days prior to the meeting date. A copy of the Notice of Site Plan Review and signed affidavit from the person responsible for mailing must be filled with the Village Clerk.

When proof of mailing has been made the project will be scheduled for review.

March 17, 2014

### **Notice of Site Plan Review**

**Subject Premises:** Window Specialist Inc.  
188 Erie Street  
Lancaster, New York 14086

**Date & Time of Site Plan Review:** April 24, 2014 @ 7:00p.m.

**Place of Site Plan Review:** Council Chambers  
Lancaster Municipal Building  
5423 Broadway  
Lancaster, New York 14086

**Brief Description of Proposed Action:** Erection of (1) 42'x120' Metal Building  
To be used as Cold Storage

To review the materials presented by the Applicant, go to the Village Clerks Office in the Municipal Building at 5423 Broadway, Lancaster NY 14086.



# STATEMENT OF ASSESSOR'S OFFICE

## Relative To Properties Located Within 150 Feet of the Property Line of the Proposed Site Plan

In the matter of the site plan application of \_\_\_\_\_  
the information properly reflects the property records maintained in the Town of Lancaster Assessor's Office as of  
\_\_\_\_\_, 20 \_\_\_\_.

Please note if property is within 500 feet of a Municipal Boundary:

\_\_\_\_\_  
[Town or Village]

If the proposed activity would occur on property within an agricultural district containing a farm operation -or-  
on property with boundaries within 500 feet of a farm operation located in an agricultural district, the Assessor  
must indicate which properties, if any, are active farm operations. "Farm operation" is defined in the Agricultural  
Districts Law as, "the land used in agricultural production, farm buildings, equipment and farm residential  
buildings".

Yes \_\_\_\_\_

No \_\_\_\_\_

\_\_\_\_\_  
Print Name of Official/Employee

\_\_\_\_\_  
Signature of Official/Employee

I, \_\_\_\_\_ certify that \_\_\_\_\_ letters of Notice of Site Plan Review were sent using US Postal Service on \_\_\_\_\_. The notices were sent to all properties provided by the Assessors Office.

\_\_\_\_\_ Date: \_\_\_\_\_

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			<b>NO</b>
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>YES</b>
			<input type="checkbox"/>
			<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			<b>NO</b>
If Yes, list agency(s) name and permit or approval:			<b>YES</b>
			<input type="checkbox"/>
			<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
b. Is the proposed action located in an archeological sensitive area?	<input type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input type="checkbox"/>	<input type="checkbox"/>	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
16. Is the project site located in the 100 year flood plain?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	<b>NO</b>  <input type="checkbox"/>	<b>YES</b>  <input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	<b>NO</b>  <input type="checkbox"/>	<b>YES</b>  <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	<b>NO</b>  <input type="checkbox"/>	<b>YES</b>  <input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: _____ Date: _____ Signature: _____		